Assignment 5

Learning Objective: Determine the format of a standard naval letter; identify the authorized variations to the naval letter; recognize the different types and uses of memoranda.

5-1. Recipients who receive a naval letter from a shore command with a signature notated "By direction" will process the correspondence as if it were written by the commanding officer.
1. True
2. False

5-2. The standard naval letter may be used only when the addressees are components of the Department of Defense.
1. True
2. False

5-3. The typical naval letter is from one originator to one addressee.
1. True
2. False

5-4. The style of the standard naval letter sets the pattern for all types of naval correspondence.
1. True
2. False

5-5. When printed letterhead stationery is not used, the letterhead on a naval letter is typed how many lines from the top of the page?
1. 7
2. 6
3. 5
4. 4

5-6. If available, what color manifold sheet should be used as the official file copy for a naval letter?
1. White
2. Orange
3. Green
4. Blue

5-7. The bottom margin on the first page of a naval letter should be a minimum of two inches.
1. True
2. False

5-8. The margin at the top of the second page of a naval letter should be how wide?
1. 1/2 inch
2. 1 inch
3. 1-1/2 inches
4. 2 inches

5-9. The standard naval letter should contain a complimentary closing when addressed to civilian personnel.
1. True
2. False

5-10. A hull number may be used as the originator's code to identify a ship.
1. True
2. False

5-11. A listing of file numbers is contained in what instruction?
1. SECNAVINST 5216.5
2. SECNAVINST 5215.1
3. SECNAVINST 5210.11
4. OPNAVINST 3120.32

5-12. Which of the following naval letter identification symbols would be correct for a letter signed by the Secretary of the Navy?
1. SECNAV:123
   5216
   Ser 1421
   18 May 1983

2. SECNAV:123
   Ser 1421
   18 May 1983

3. 5216
   Ser 1421
   18 May 1983

4. Each of the above

5-13. Correspondence is dated with the date on which the rough draft is prepared.
1. True
2. False

5-14. How many lines below the last line in the letterhead should the special postal service designation be typed on a naval letter?
1. Seventh
2. Sixth
3. Fifth
4. Fourth

5-15. Which of the following numerical designations would indicate a second "Via" addressee on a naval letter?
1. (1)
2. (2)
3. 1.
4. 2.

5-16. A naval letter that has five references would be correctly identified by which of the following letter/numerical sequences?
1. (a), (b), (c), (d), (e)
2. a., b., c., d., e.
3. (1), (2), (3), (4), (5)
4. 1., 2., 3., 4., 5.

5-17. A naval letter that has three enclosures would be correctly identified by which of the following letter/numerical sequences?
1. (a), (b), (c)
2. a., b., c.
3. (1), (2), (3)
4. 1., 2., 3.

5-18. Which of the following sequences shows the correct order for a naval letter?
1. From, To, Via, Ref, Encl, Subj
2. From, To, Via, Encl, Ref, Subj
3. From, To, Via, Subj, Encl, Ref
4. From, To, Via, Subj, Ref, Encl

5-19. A paragraph should not be begun at the bottom of a page of a naval letter unless there is space for at least how many lines of text on the page?
1. 5
2. 2
3. 3
4. 4

5-20. Which of the following signature entries would be correct for a naval letter?
1. R. S. SMITH
2. R. S. Smith
3. Captain R. S. SMITH
4. Captain R. S. Smith

5-21. The first page of an unclassified naval letter is not numbered.
1. True
2. False

5-22. The fourth page of a naval letter would be correctly numbered with which of the following numerical designations?
1. -4-
2. "4"
3. 4.
4. 4

5-23. Which of the following identification symbols would be correct for the second page of a naval letter in which the identification symbol on the first page included an originator's code, file number, serial number, and date?
1. 18 Jun 1983
   RSU:TWU:XTW

2. RSU:TWU:XTW
   18 Jun 1983

3. 5216
   Ser 0083

4. RSU:TWU:XTW
   5216

5-24. A list of "blind copy to" information addressees would not normally be typed on the original correspondence.
1. True
2. False

5-25. The first page of a "From-To" memorandum may be typed on which of the following types of paper/forms?
1. Letterhead paper
2. Plain bond paper
3. OPNAV Form 5216/144
4. Each of the above

5-26. The first page of a "Memorandum-For" memorandum may be typed on which of the following types of paper/forms?
1. Letterhead paper
2. Plain bond paper
3. OPNAV Form 5216/144
4. Each of the above

5-27. The primary purpose of a naval speed letter is to call attention to the communication so that it will be given priority handling by the recipient.
1. True
2. False

5-28. A "2-Way Letter/Memo" memorandum should be prepared on what form?
1. OPNAV 5216/144
2. OPNAV 5216/145
3. OPNAV 5216/146
4. DD 173/2

5-29. A naval message should be prepared on what form?
1. OPNAV 5216/144
2. OPNAV 5216/145
3. OPNAV 5216/146
4. DD 173/2

Learning Objective: Identify the various parts of speech in the English language; recognize correct sentence structure and the uses of punctuation marks.

5-30. How many total parts of speech are contained in the English language?
1. 7
2. 8
3. 9
4. 10

5-31. The term "verb" is derived from Latin and actually has what meaning?
1. Action
2. word
3. Predicate
4. Proclaim

5-32. Which of the following sentences contains a pronoun?
1. Chaplain Jones gave the sailor a book.
2. The "A" school students graduated.
3. They graduated last week.
4. The sailors were hungry.

5-33. What part of speech identifies a person, place, thing, quality, or idea?
1. Adjective
2. Conjunction
3. Noun
4. Verb

5-34. Which of the following parts of speech is used to modify a noun or pronoun?
1. Adjective
2. Conjunction
3. Interjection
4. Verb

5-35. An adverb may be used to modify which of the following parts of speech?
1. Verb only
2. Verb and ajective only
3. Verb and adverb only
4. Verb, adjective, and adverb

5-36. Which of the following groups of words are prepositions?
1. We, he, she, it
2. For, with, in regard to, beside
3. House, boat, ship, sailors
4. Clearly, openly, smartly, correctly

5-37. Which of the following groups of words are adverbs?
1. We, he, she, it
2. For, with, in regard to, beside
3. House, boat, ship, sailors
4. Clearly, openly, smartly, correctly

5-38. A conjunction may be used to connect what elements of a sentence?
1. Words only
2. Words and phrases only
3. Words and clauses only
4. Words, phrases, and clauses

5-39. An interjection may be placed within the body of a sentence or it may precede the sentence.
1. True
2. False

5-40. The two essential elements of a sentence are the subject and what other element?
1. Adjective
2. Object
3. Predicate
4. Preposition

5-41. Subordinate clauses express a complete thought and can stand alone as a sentence.
1. True
2. False

● In answering questions 5-42 through 5-44, refer to the sentence: "The leading chief supervised the working party for the command chaplain."

5-42. What is the simple subject in the illustrated sentence?
1. Chief
2. Supervised
3. Party
4. Chaplain

5-43. What is the simple predicate in the illustrated sentence?
1. Chief
2. Supervised
3. Working
4. For the command chaplain

5-44. What is the complete predicate in the illustrated sentence?
1. The leading chief
2. The leading chief supervised
3. Supervised the working party
4. Supervised the working party for the command chaplain

5-45. Which of the following sentences would be classified as a compound sentence?
1. The leading petty officer established that procedure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

5-46. Which of the following sentences would be classified as a compound-complex sentence?
1. The leading petty officer establish that procedure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

5-47. Which of the following sentences would be classified as a complex sentence?
1. The leading petty officer established that procedure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

5-48. Which of the following sentences would be classified as a simple sentence?
1. The leading petty officer established that proccdure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

● In answering questions 5-49 through 5-52, select the type of sentence in column B that is identified by the information in column A.

A. Information	B. Type of Sentence
5-49. Asks a question	1. Declarative
5-50. Expresses surprise	2. Imperative
5-51. Makes a statement	3. Interrogative
5-52. Gives a command	4. Exclamatory

5-53. Which of the following marks is considered to be a principal mark of punctuation?
1. #
2. @
3. ()
4. *

5-54. Which of the following punctuation marks indicates a slight pause?
1. Ž
2. ,
3. ?
4. !

5-55. What punctuation mark is used most frequently in writing?
1. Ž
2. ,
3. ?
4. !

5-56. Which of the following sentences is punctuatd properly?
1. Pensacola, Florida is a good location.
2. Is Pensacola, Florida, a good location.
3. He reported to Pensacola, Florida, last Friday.
4. He reported to Pensacola, Florida, on Tuesday, June 26, 1983 to begin his tour of duty.

5-57. What punctuation mark is used to introduce a list of items in a series?
1. :
2. ;
3. .
4. ,

5-58. Which of the following Bible passages is punctuated correctly?
1. Matthew 4 16
2. Matthew 4-16
3. Matthew 4:16
4. Matthew 4;16

5-59. The exclamation point is not generally used in Governmental correspondence.
1. True
2. False

5-60. What punctuation mark means "in other words" before an explanation?
1. " "
2. :
3. ;
4. --

5-61. What punctuation mark is used to indicate an unfinished word or sentence?
1. " "
2. :
3. ;
4. --

5-62. When quotation marks are used, commas and periods are always placed outside the quotation marks.
1. True
2. False

5-63. When quotation marks are used, semicolons are always placed outside the quotation marks.
1. True
2. False

5-64. What mark of punctuation is used to indicate that a contraction has been used?
1. :
2. ;
3. '
4. --

5-65. The difference between using commas or parentheses to enclose a grammatically nonessential element in a sentence is simply a matter of degree.
1. True
2. False